



## POSITION DESCRIPTION

**TITLE:** Safety, Security & Training Coordinator  
**CLASSIFICATION:** Level 5  
**DEPARTMENT:** Finance  
**REPORTS TO:** Director of Finance and Administration  
**SUPERVISES:** No direct reports; directs and advises the work of peers and other employees.

### POSITION DESCRIPTION

Reporting to the Director of Finance and Administration, the Safety, Security & Training Coordinator will develop and implement all related programs and procedures. The SS&T Coordinator will be the primary advisor to the Executive Director regarding issues related to safety and security.

### RESPONSIBILITIES

- Continuously assess organization-wide training needs and identify skills or knowledge gaps that need to be addressed
- Develop and implement training plans for operations, maintenance, and administrative departments.
- Update training curricula on an ongoing basis to reflect new requirements, training methods, etc.
- Maintain updated database of employee training records.
- Act as instructor in training sessions when appropriate.
- Ensure training equipment is functioning and prepared when needed.
- Keep employees informed of available and required training.
- Assess effectiveness of training programs.
- Advise on provisions to minimize safety and security risks.
- Directly advise the Executive Director on issues of safety and security.
- Develop and enforce safety and security policies (e.g. accident reporting process and procedures).
- Keep records of safety-related incidents and propose corrective actions.
- Collaborate with other staff to monitor compliance and identify and remediate safety and security issues.
- Oversee work of related contractors/outside vendors.
- Intervene and take steps to remediate unsafe activities or operations. Recommend disciplinary actions to department heads or Executive Director in instances of observed safety related infractions.
- Liaise with and report to official regulatory bodies and insurance providers on safety and security matters.
- Oversee ongoing drug and alcohol testing program.
- Oversee Worker's Compensation program.
- Oversee Emergency Preparedness Program.

## **REQUIREMENTS**

- Five years work experience as a safety and/or training coordinator, trainer, or similar role.
- Hands-on experience coordinating multiple training programs in a corporate setting.
- Adequate knowledge of learning management systems and web delivery tools.
- Experience in developing and implementing policies and procedures.
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate).
- Familiarity with transit industry training, safety, and security issues.
- MS Office proficiency.
- Advanced organizational skills with the ability to handle multiple assignments.
- Strong communication skills.
- Associates degree in Education, Training, HR or related field. Additional work experience can be substituted for educational requirement.
- CDL or ability to obtain CDL.